

## Smarter Balanced Principals Webinar Q&A

### March 6, 2014

The following is a summary of the Q&A during the Smarter Balanced Field Test Webinar for Principals on March 6, 2014. The following people are represented below by their first names:

- L.T. Erickson, Secondary Programs Director, Twin Falls School District
- Mike Nelson, Curriculum and Assessment Director, Coeur d'Alene School District
- TJ Bliss, Assessment Director, Idaho State Department of Education
- Angela Hemingway, Statewide Assessment & Accountability Coordinator, Idaho State Department of Education
- Toni Wheeler, Special Education Assessment Coordinator, Idaho State Department of Education
- Alex Macdonald, Instructional Technology Director, Idaho State Department of Education

#### **Who can proctor the test?**

- A teacher of record cannot proctor their own kids during the computer-adaptive portion of the assessment or while students are taking the computer portion of the performance task. Classroom teachers are strongly encouraged to give the classroom activity portion of the performance task.

#### **Since teachers of record cannot act as proctors, can they be in the testing room?**

- Yes, teachers can be in the room as observers; however, they cannot proctor the test in any way. The Coeur d'Alene School District provided some guidance for observers, such as observers:

- Should not assist students
- Should not wander around the room
- Should assist the proctor if needed

*(Please see Mike Nelson's presentation for more information.)*

#### **Which specific videos are required for proctors?**

You may find the information in the Test Administration Manual (TAM) located on this link:

<http://sbac.portal.airast.org/field-test/resources/>. This webpage also contains links to training modules referenced in the TAM.

#### **Will we know the subject base of the performance task before hand?**

Yes. The performance task topics and classroom activity materials are available now at

<http://sbac.portal.airast.org/field-test/resources/>.

#### **L.T. and Mike both address questions voiced about headphones:**

- LT: In Twin Falls, the district is suggesting students bring their own headphones but also providing disposable headphones (similar to those provided on airlines) for students who are unable to bring their own.

- Mike: In Coeur d'Alene, the district bid out and found a vendor to provide headphones for \$2/set. The vendor is Tech Depot by Office Depot. (Email Mike at [msnelson@cdaschools.org](mailto:msnelson@cdaschools.org) for more information.)

#### **How do you have enough proctors at the middle school level?**

- Mike: We are accomplishing this through job sharing as well as the use of paraprofessionals and classroom aides.

- LT: Teachers are going to swap classes so, for example, the 6<sup>th</sup> grade language arts teacher will proctor another class while a different teacher is proctoring the language arts class.

**What is the difference between the TAM (Test Administration Manual) and the Test Administrator Guide?**

- The Test Administration Manual (TAM) should be used by the school test manager and district test manager.
- The Test Administration Guide will include screen shots and other information specifically geared toward proctors.

**What process are you using to gather information for designated supports and getting that information into TIDE?**

- Mike: We are doing that manually. We hope to have that incorporated into ISEE in the future.

**Can you clarify the blackout dates?**

Smarter Balanced has scheduled two downtime periods during the Field Test. These downtimes are scheduled as a preventative measure to ensure that any major issues that may arise with the testing engine can be addressed with minimal disruption to testing. Please plan on not being able to administer the Smarter Balanced Field Test on days in the following periods:

- **Thursday, April 10 – Sunday, April 13**
- **Thursday, May 8 – Sunday, May 11**

Please note that the ISAT may be administered on these dates. Also, Smarter Balanced may not need to use the full downtime periods and will return time if possible. The consortium is taking this approach because it would be much worse to not schedule sufficient downtime and then have to shut down testing on days schools have already planned to test.

**Can a special education teacher proctor his/her own students?**

- TJ: It is technically against state policy for a teacher of record to proctor the test for his/her own students, so it is strongly discouraged. However, we understand this might be necessary in some situations. Toni Wheeler will clarify.

- Toni: If you need a special education teacher to proctor a test for his/her own students to meet accommodations, this can be done in a small group as long as there is a second adult in the room to make sure no prompting is occurring. Please contact me for more information. (Toni can be contacted at [tcwheeler@sde.idaho.gov](mailto:tcwheeler@sde.idaho.gov) for more information.)

**Who sets up Test Sessions?**

- Angela: Proctors set up test sessions. Test sessions will be generated and be valid for a day. Student Log-In, Name, State EDUID#, Session ID will appear on screen.

- Mike: Coeur d'Alene created test ticket templates and posted on Edmodo.

**Will you change it so school test administrators can upload into TIDE?**

- Angela: We are aware of this issue and hope to address this before the operational test (in Spring 2015), but we are unable to address it before the Field Test.

**How long are the training videos for proctors that Coeur d'Alene developed?**

- Mike: The video for proctor training is 20-25 minutes in length.

**Is there a cutoff date for students who enroll during the testing window and whether we have to test or not test those students, on the ISAT or SBAC?**

- TJ: It should be the same as it was for the ISAT in order to meet the 95% participation requirement because that still must be met this year. However, I understand we probably need to provide further guidance on that.

**Can federally funded paraprofessionals proctor?**

- TJ: Yes

**When was the last ISEE upload that districts that may use for TIDE?**

- TJ: January 2014 upload which was in ISEE February 14, 2014.

**How do you feel about principals proctoring?**

- TJ: Principals can be proctors, as long as that principal is not the teacher of record for those students.

**Since the performance tasks are available March 10, can teachers give the performance task lesson (for background information) on March 31st, even though it is a day before the testing window opens?**

- Angela: Yes, teachers can give the in-class portion of the performance task before the testing window opens.

**What motivation are you providing to 11<sup>th</sup> grade students to take the Field Test?**

- L.T.: In Twin Falls, we are being honest with students about what the Field Test is and why we need them to take this test. We believe if we are honest with students, the majority of students will do their best.

- Mike: We are hosting focus groups and conducting surveys with students after the test to gain their feedback. An example of Coeur d'Alene's student survey is below:



## Coeur d'Alene School District 271 Smarter-Balanced Post Exam Questionnaire

Thank you for doing your best on today's Smarter-Balanced test. In order to ensure that all students can perform their best in future years, please provide feedback on your experiences today.

Please bubble circles completely like this, ● not this ○, ⊗, ⊙.

1. Which exam did you finish today? (Choose 1)

- |  |  |
|--|--|
| <input type="radio"/> English Performance Task | <input type="radio"/> Mathematics Performance Task |
| <input type="radio"/> English Examination      | <input type="radio"/> Mathematics Examination      |

2. Which school do you attend? (Choose 1)

- |                                |                                      |                                |
|--------------------------------|--------------------------------------|--------------------------------|
| <input type="radio"/> Atlas    | <input type="radio"/> Lakes          | <input type="radio"/> Sorensen |
| <input type="radio"/> Borah    | <input type="radio"/> LCHS           | <input type="radio"/> Venture  |
| <input type="radio"/> Bryan    | <input type="radio"/> Ramsey         | <input type="radio"/> Winton   |
| <input type="radio"/> Canfield | <input type="radio"/> Skyway         | <input type="radio"/> Woodland |
| <input type="radio"/> Dalton   | <input type="radio"/> Fernan         | <input type="radio"/> Other    |
| <input type="radio"/> CHS      | <input type="radio"/> Hayden Meadows |                                |

3. What was your impression of the exam that you took today? (Choose 1)

- |   |   |
|---|---|
| <input type="radio"/> Easier than Expected  | <input type="radio"/> Somewhat Harder than I Expected |
| <input type="radio"/> About what I Expected | <input type="radio"/> Much Harder than I Expected     |

4. Which of the following helped you on this exam in class or away from school? (Choose all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Practiced on Computer | <input type="checkbox"/> Homework Assignments |
| <input type="checkbox"/> Classroom Discussion  | <input type="checkbox"/> Research on My Own   |
| <input type="checkbox"/> Classroom Projects    | <input type="checkbox"/> Practice on Paper    |

PLEASE TURN THE SURVEY OVER TO COMPLETE



## Coeur d'Alene School District 271 Smarter-Balanced Post Exam Questionnaire

5. What did you LIKE about the exam today? (please write answer in the box)

6. What did you NOT LIKE about the exam today? (please write answer in the box)

7. What can your teachers and school do to help you for the next Smarter-Balanced exam? (please keep answer in the box)

THANK YOU FOR DOING YOUR BEST! WE APPRECIATE YOUR FEEDBACK!